



C	Voice Level O-Silent or 1-Whisper
Н	Check in with adult in library upon arrival. Ask for help when needed.
A	Taking care of library business Turning in books Browsing for books Checking out books Checking your account
M	 Place any turn-in books in the drop box. Use Destiny or walk around the shelves to locate book. Use shelf markers to keep our books in order. Make sure you are working to keep our shelves looking nice. Bring your check out books to the circulation desk.
P	 You must wear your ID. You must have a pass or be with a teacher. Follow instructions of library adults and your teacher. Keep gum, food, drinks, and candy out of the library. Clean up your area. Leave the library better than you found it. Be respectful of all people in the library.
S	SUCCESS!





C	Voice Level O-Silent or 1-Whisper
	Check in with adult in library upon arrival.
H	Ask for help when needed.
A	Using library computers for class or library activity
M	 Check in at the library desk Log in to get started on the activity. Complete the activity as assigned by your teacher. Immediately report computer/printer technology issues to library staff.
P	 You must wear your ID. You must have a pass or be with a teacher. Complete activity per teacher/library adult's instructions. Computers are for educational purposes only. No music or unapproved games. Clean up your area. Leave the library better than how you found it. Keep gum, food, drinks, and candy out of the library. Be respectful of all people in the library.
S	SUCCESS!





C	Voice Level 0-Silent or 1-Whisper
H	Come into the library calmly. Sit in the designated area. Wait patiently with your class for instructions Raise hand and wait patiently for help.
A	Direct Instruction
M	Movement only as directed by teachers.
P	 You must wear your ID. Follow instructions of library staff and your teacher. Pay attention to information. Complete activities as directed. Clean up your area. Leave the library better than how you found it. Be respectful of all people in the library.
S	SUCCESS!





C	Voice Level 0-Silent or 1-Whisper
Н	Scan ID upon entry. Check in with adult in library upon arrival. Ask for help when needed.
A	Visiting the library to complete an activity from another teacher • printing • completing classwork/tests/studying • etc.
M	 Walk to your table or computer. Stay seated at table or computer until your activity is complete. Report problems immediately. Sign out before leaving the library.
P	 You must wear your ID. You must have a pass or be with a teacher. Follow instructions of library adults and your teacher. Clean up your area. Leave the library better than how you found it. Be respectful of all people in the library.
S	SUCCESS!





C	Voice Level 0-Silent or 1-Whisper
Н	Scan ID upon entry. Check in with adult in library upon arrival. Ask for help when needed.
A	Only Allowed When Available Participating in Makerspace Activities Games Puzzles Color/Sticker Activities Building Activities etc.
M	 Walk directly to your table or computer. Leave seats where they are. Stay seated at table or computer until your activity is complete. Take care of the items; use pieces correctly. Clean up your materials and return them to the correct location. Clean up your area. Leave the library better than you found it. Sign out before leaving the library.
P	 You must wear your ID. Follow instructions of library adults and your teacher. Clean up your area. Leave the library better than how you found it. Be respectful of all people in the library.
S	SUCCESS!